

IDEM	NPDES Facility	
	Compliance Evaluation Inspection Checklist Revised 9-6-07	
NPDES Permit #:	Facility Name:	Month/Day/Year:

All evaluations indicated on this form are based upon the Inspector's observations at the time of the inspection.

A. Receiving Waters Appearance

				1. The receiving stream is visibly:
Yes	No	N/E	N/A	a. Free of excessive deposits of settled solids.
Yes	No	N/E	N/A	b. Free of excessive floating debris, oil, scum, or foam.

B. Effluent Appearance

				1. At the time of the inspection, effluent is essentially:
Yes	No	N/E	N/A	a. Free of excessive solids.
Yes	No	N/E	N/A	b. Free of excessive floating debris, oil, scum, or foam.

C. Permit

Yes	No	N/E	N/A	1. The permit has been properly transferred.
Yes	No	N/E	N/A	2. Receiving waters are accurately described in permit.

D. CSO/SSO (Sewer Overflow)

Yes	No	N/E	N/A	1. CSOs are adequately monitored, and results are reported as required.
Yes	No	N/E	N/A	2. Facility has met SSO reporting requirements.

E. Facility/Site

Yes	No	N/E	N/A	1. Facility has standby power or equivalent provision.
Yes	No	N/E	N/A	2. An adequate alarm or notification system for power or equipment failure is available.
Yes	No	N/E	N/A	3. Facility grounds are maintained in a manner which allows adequate access and/or view of all units.

F. Operation

				1. All facilities and systems necessary for achieving compliance with the terms and conditions of the permit are operated in a manner consistent with the following:
Yes	No	N/E	N/A	a. All facilities and systems are operated efficiently.
Yes	No	N/E	N/A	b. An adequate, qualified operating staff is provided to carry out the operation of the facility.
Yes	No	N/E	N/A	2. Sufficient sludge is wasted from treatment system at proper time intervals to maintain process efficiency.

G. Maintenance

Yes	No	N/E	N/A	1. A maintenance record system has been established and includes:
Yes	No	N/E	N/A	a. Maintenance history.
Yes	No	N/E	N/A	b. Repair history.
Yes	No	N/E	N/A	2. A preventative maintenance (PM) plan has been established.
Yes	No	N/E	N/A	3. Lift station inspections are adequate.
Yes	No	N/E	N/A	4. Lift station cleaning and maintenance procedures are adequate.
Yes	No	N/E	N/A	5. Collection system maintenance is adequate.

H. Sludge Disposal

Yes	No	N/E	N/A	1. Sufficient Sludge is disposed of to maintain overall efficiency of facility.
Yes	No	N/E	N/A	2. Sludges, screenings, and slurries are properly handled and disposed of.

I. Self-Monitoring Program

Yes	No	N/E	N/A	1. Samples are taken at pre-designated locations.
Yes	No	N/E	N/A	2. Samples are representative.
Yes	No	N/E	N/A	3. Flow proportioned samples are obtained where needed.
Yes	No	N/E	N/A	4. Facility conducts sampling and analyses on parameters and wastestreams specified in the permit.
Yes	No	N/E	N/A	5. Facility conducts sampling and analyses of types and at frequencies specified in the permit.
				6. Sample collection procedures include:
Yes	No	N/E	N/A	a. Samples are refrigerated during compositing.
Yes	No	N/E	N/A	b. Proper preservation techniques are used.
Yes	No	N/E	N/A	c. Containers and holding times conform to 40 CFR 136.3.
				7. Automatic sampling procedures include:
Yes	No	N/E	N/A	a. Sample intake tubing is placed in a well-mixed representative location.
Yes	No	N/E	N/A	b. Proper tubing is used for parameters analyzed.
Yes	No	N/E	N/A	c. Proper composite sample container is used for parameters analyzed.
Yes	No	N/E	N/A	d. Proper refrigeration of composite container is documented.
				8. Sampling and analysis data include:
Yes	No	N/E	N/A	a. Dates, times, and location of sampling.
Yes	No	N/E	N/A	b. Name of individual performing sampling.
Yes	No	N/E	N/A	c. Analytical methods and techniques.
Yes	No	N/E	N/A	d. Results of analyses and calibration.
Yes	No	N/E	N/A	e. Dates of analyses.
Yes	No	N/E	N/A	f. Name of person performing analyses.
Yes	No	N/E	N/A	g. Instantaneous flow for flow weighted aliquots.
Yes	No	N/E	N/A	9. NPDES Permit Whole Effluent Toxicity (WET) testing requirements are being met.

J. Flow Measurement

Yes	No	N/E	N/A	1. Flow is properly monitored as required by the permit.
Yes	No	N/E	N/A	2. Flow charts and records are available for review.
Yes	No	N/E	N/A	3. Calibration records are available for review.
Yes	No	N/E	N/A	4. Effluent flow is used in calculating effluent loadings.

K. Laboratory

Yes	No	N/E	N/A	1. Written laboratory QA/QC manual available.
Yes	No	N/E	N/A	2. Chain-of-Custody procedures followed.
Yes	No	N/E	N/A	3. Samples are properly stored.
Yes	No	N/E	N/A	4. Approved analytical methods used as required by permit.
Yes	No	N/E	N/A	6. Calibration and maintenance of instruments and equipment is satisfactory.
Yes	No	N/E	N/A	7. QA procedures are adequate.
Yes	No	N/E	N/A	8. QC procedures are adequate.
				9. Commercial Laboratory Used:
				Laboratory Name: _____
				Laboratory Address: _____
				Laboratory Contact: _____
				Laboratory Phone: _____

L. Records/Reports

Yes	No	N/E	N/A	1. Records and reports are maintained on site as required by permit.
Yes	No	N/E	N/A	2. Information is maintained on site for 3 years.
Yes	No	N/E	N/A	3. DMRs, MROs or MMRs, and CSO DMRs are completed properly and accurately.
Yes	No	N/E	N/A	a. "No Ex" column is accurate.
Yes	No	N/E	N/A	b. Signatory requirements are met.
Yes	No	N/E	N/A	c. Reports are prepared by or under the direction of a certified operator.
				4. Monitoring records are adequate and include:
Yes	No	N/E	N/A	a. Lab bench sheets.
Yes	No	N/E	N/A	b. Sample logs.
Yes	No	N/E	N/A	c. Flow meter strip or circle charts and calibration records.
Yes	No	N/E	N/A	d. Laboratory instrument calibration and maintenance records.
				5. Pretreatment records include:
Yes	No	N/E	N/A	a. Inventory of Industrial Waste Contributors.
Yes	No	N/E	N/A	b. Monitoring data.
Yes	No	N/E	N/A	c. Inspection reports.
Yes	No	N/E	N/A	d. Compliance status records.
Yes	No	N/E	N/A	e. Enforcement actions.

M. Compliance Schedules

Yes	No	N/E	N/A	1. Monitoring milestones in the Schedule of Compliance have been met.
Yes	No	N/E	N/A	2. Reporting milestones in the Schedule of Compliance have been met.

N. Pretreatment (see Permit Part III for Delegated or Non-delegated program designation & requirements)

Yes	No	N/E	N/A	1. The facility operates without significant interference from industrial or commercial dischargers.
				2. For both Delegated and Non-delegated (formerly "Hybrid") pretreatment programs:
Yes	No	N/E	N/A	a. Industrial or commercial discharges are regulated as required by the permit.
Yes	No	N/E	N/A	b. The permittee enforces the Sewer Use Ordinance (SUO) and Enforcement Response Guide (ERG).
Yes	No	N/E	N/A	c. The permittee submitted its annual report by April 1 to IDEM's Pretreatment Group.
				3. For Non-delegated (formerly "Hybrid") pretreatment programs only:
Yes	No	N/E	N/A	a. The SUO has been developed or reevaluated and submitted to IDEM within 90 days of the permit effective date.
Yes	No	N/E	N/A	b. The ERG has been developed or reevaluated and submitted to IDEM within 90 days of the permit effective date.

O. Summary of Monitoring Records Review

MO/YR	Effluent Limit Violations		Type	Outfall	Parameter	Number of Violations
/	Yes	No				
/	Yes	No				
/	Yes	No				
/	Yes	No				
/	Yes	No				
/	Yes	No				
/	Yes	No				
/	Yes	No				
/	Yes	No				
/	Yes	No				

O. Summary of Monitoring Records Review

[illegible]

DMx – Daily Maximum

DMn – Daily Minimum

MA – Monthly Average

% - Percent Removal

MxWA – Maximum Weekly Average

Comments

